

REGISTERED COMPANY NUMBER: 4572959 (England and Wales)
REGISTERED CHARITY NUMBER: 1110853

REGISTRAR

Report of the Trustees and
Unaudited Financial Statements For The Year Ended
31 March 2007
for
Hyndburn Citizens Advice Bureau Limited

AMENDING



CHARTERED CERTIFIED ACCOUNTANTS
& REGISTERED AUDITOR



Hyndburn Citizens Advice Bureau Limited

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For The Year Ended 31 March 2007**

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Hyndburn Citizens Advice Bureau Limited

Report of the Trustees

For The Year Ended 31 March 2007

The trustees who are also directors of the charity for the purposes of the Companies Act 1985, present their report with the financial statements of the charity for the year ended 31 March 2007. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

4572959 (England and Wales)

Registered Charity number

1110853

Registered office

New Era Centre

Paradise Street

Accrington

Lancashire

BB5 1PB

Trustees

Ian Ormerod

Susan Sinclair

John Broadley

David Lilley

Derek Glover

- resigned 7 3 07

Jean Lockwood

Ann Scarfe

Miles Parkinson

Company Secretary

Derek King

COMMENCEMENT OF ACTIVITIES

Prior to 12 August 2006, the entity conducted its activities as an unincorporated charity (Charity Registration number 234780) under the name of Hyndburn Area Citizens Advice Bureau. On that date the activities were transferred to a company limited by guarantee and registered in England under the name of Hyndburn Citizens Advice Bureau (Charity Registration number 1110853, Company Registration number 4572959). The company was incorporated on 24 October 2002 and commenced activities on 12 August 2006. The value of net assets (£102072) transferred from the unincorporated charity has been shown as income in the statement of financial activities.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 1985.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Hyndburn Citizens Advice Bureau Limited

Report of the Trustees

For The Year Ended 31 March 2007

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Welcome to the first Trustee report from the new Hyndburn Citizens Advice Bureau after the charity took over operations from the old Hyndburn Area Citizens advice Bureau in August 2006

The change in name coincided with a significant change in project delivery for the Bureau, with several programs of work coming to an end in the 2005/06 period and several new programs starting up during the 2006/07 accounting period

In January we began the CAB in Primary Care project, through funding from the East Lancashire Primary Care Trust This followed on from the successful Single Regeneration Budget project (which focussed on similar service delivery but in a restricted geographical area), which involved the provision of outreach advice services within doctors' surgeries and medical centres within Hyndburn This has been a very successful initiative so far and is achieving its goal of ensuring that CAB services are available to all members of the community, including those that (for whatever reason) find it difficult to access our main offices in Accrington Initially funded for one year we hope that the success of this project will enable us to acquire funding for at least another year and preferably longer

Through Lancashire County Council's Grants For Growth program we have acquired limited funding to fund a Guidance Tutor post This is vitally important in helping to bring trainee advisors through the lengthy training process, giving them the support and guidance required to ensure that they are ready to take on a full role as a volunteer advisor

The Financial Inclusion Fund program began in October 2006 and although still in its infancy the benefits are already becoming evident The funding enables us to provide face to face debt advice to clients This is of real importance as it is an area that continues to make up a sizeable proportion of the issues our advisors deal with on a daily basis

Although there has been some change in how we provide advice services we have ensured that continuity of our

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice

Company law requires the trustees to prepare financial statements for each financial year Under that law the trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law) The financial statements are required by law to give a true and fair view of the state of affairs of the charitable company and of the surplus or deficit of the charitable company for that period In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985 They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website

Hyndburn Citizens Advice Bureau Limited

**Report of the Trustees
For The Year Ended 31 March 2007**

ON BEHALF OF THE BOARD


Trustee

Date 17TH SEPTEMBER 2008

**Chartered Certified Accountants' Report to the Board of Trustees
on the Unaudited Financial Statements of
Hyndburn Citizens Advice Bureau Limited**

You consider that the charitable company is exempt from an audit for the year ended 31 March 2007. You have acknowledged, on the balance sheet, your responsibilities for ensuring that the charitable company keeps accounting records which comply with Section 221 of the Companies Act 1985 and for preparing financial statements which give a true and fair view of the state of affairs of the charitable company and of its surplus or deficit for the financial year.

In accordance with your instructions, we have prepared the financial statements on pages five to ten from the accounting records of the charitable company and on the basis of information and explanations you have given to us.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these financial statements.

Moore & Co. F.C.C.A.

Moore & Company
Chartered Certified Accountants
37 Warner Street
Accrington
Lancashire
BB5 1HN

Date *5 September 2008.*

Hyndburn Citizens Advice Bureau Limited

**Statement of Financial Activities
For The Year Ended 31 March 2007**

	Notes	Unrestricted funds £	Restricted funds £	2007 Total funds £	2006 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		164,600	40,986	205,586	-
RESOURCES EXPENDED					
Charitable activities					
Advisory services		60,146	57,383	117,529	-
Governance costs		2,973	-	2,973	-
Total resources expended		63,119	57,383	120,502	-
NET INCOMING/(OUTGOING) RESOURCES					
		101,481	(16,397)	85,084	-
RECONCILIATION OF FUNDS					
Total funds brought forward		-	-	-	-
TOTAL FUNDS CARRIED FORWARD		101,481	(16,397)	85,084	-

The notes form part of these financial statements

Hyndburn Citizens Advice Bureau Limited

Balance Sheet
At 31 March 2007

	Notes	Unrestricted funds £	Restricted funds £	2007 Total funds £	2006 Total funds £
FIXED ASSETS					
Tangible assets	5	4,437	1,785	6,222	-
CURRENT ASSETS					
Debtors	6	777	-	777	-
Cash at bank and in hand		75,411	7,616	83,027	-
		<u>76,188</u>	<u>7,616</u>	<u>83,804</u>	<u>-</u>
CREDITORS					
Amounts falling due within one year	7	20,858	(25,800)	(4,942)	-
NET CURRENT ASSETS/(LIABILITIES)		<u>97,046</u>	<u>(18,184)</u>	<u>78,862</u>	<u>-</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>101,483</u>	<u>(16,399)</u>	<u>85,084</u>	<u>-</u>
NET ASSETS/(LIABILITIES)		<u>101,483</u>	<u>(16,399)</u>	<u>85,084</u>	<u>-</u>
FUNDS	8				
Unrestricted funds				101,483	-
Restricted funds				(16,399)	-
TOTAL FUNDS				<u>85,084</u>	<u>-</u>

The notes form part of these financial statements

Hyndburn Citizens Advice Bureau Limited

Balance Sheet - continued

At 31 March 2007

The charitable company is entitled to exemption from audit under Section 249A(2) of the Companies Act 1985 for the year ended 31 March 2007

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2007 in accordance with Section 249B(2) of the Companies Act 1985

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Section 221 of the Companies Act 1985 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the charitable company

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007)

The financial statements were approved by the Board of Trustees on
its behalf by

and were signed on


Trustee


Trustee

The notes form part of these financial statements

**Notes to the Financial Statements
For The Year Ended 31 March 2007**

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2007), the Companies Act 1985 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Fixtures and fittings	-25% on cost
Computer equipment	-33% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees

Restricted funds can only be used for particular restricted purposes within the objects of the charity Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes

Deficits and non-repayable surpluses on restricted projects are transferred to unrestricted reserves when the project is completed

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

Hire purchase and leasing commitments

Assets obtained under hire purchase contracts or finance leases are capitalised in the balance sheet Those held under hire purchase contracts are depreciated over their estimated useful lives Those held under finance leases are depreciated over their estimated useful lives or the lease term whichever is shorter

Rentals paid under operating leases are charged to the statement of financial activity on a straight line basis over the period of the lease

2. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting)

	2007	2006
	£	£
Depreciation - owned assets	1,940	-
Other operating leases	7,491	-
	<u> </u>	<u> </u>

Hyndburn Citizens Advice Bureau Limited

Notes to the Financial Statements - continued For The Year Ended 31 March 2007

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2007 nor for the year ended 31 March 2006

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31 March 2007 nor for the year ended 31 March 2006

4. STAFF COSTS

	2007 £	2006 £
Wages and salaries	90,869	-
Social security costs	8,534	-
	<u>99,403</u>	<u>-</u>

5. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
Additions	<u>2,252</u>	<u>5,910</u>	<u>8,162</u>
DEPRECIATION			
Charge for year	<u>445</u>	<u>1,495</u>	<u>1,940</u>
NET BOOK VALUE			
At 31 March 2007	<u>1,807</u>	<u>4,415</u>	<u>6,222</u>
At 31 March 2006	<u>-</u>	<u>-</u>	<u>-</u>

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2007 £	2006 £
Other debtors	<u>777</u>	<u>-</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2007 £	2006 £
Other creditors	<u>4,942</u>	<u>-</u>

Hyndburn Citizens Advice Bureau Limited

Notes to the Financial Statements - continued
For The Year Ended 31 March 2007

8. MOVEMENT IN FUNDS

	At 1.4.06 £	Net movement in funds £	At 31.3.07 £
Unrestricted funds			
General fund	-	101,483	101,483
Restricted funds			
Financial Inclusion Fund	-	(15,010)	(15,010)
CAB in Primary Care	-	3,399	3,399
Single regeneration budget	-	(9,006)	(9,006)
Grants for growth	-	4,218	4,218
	-	(16,399)	(16,399)
TOTAL FUNDS	-	85,084	85,084

Net movement in funds, included in the above are as follows

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	164,600	(63,117)	101,483
Restricted funds			
Financial Inclusion Fund	4,494	(19,504)	(15,010)
CAB in Primary Care	15,000	(11,601)	3,399
Single regeneration budget	16,826	(25,832)	(9,006)
Grants for growth	4,666	(448)	4,218
	40,986	(57,385)	(16,399)
TOTAL FUNDS	205,586	(120,502)	85,084